

RECORD OF PROFESSIONAL DEVELOPMENT

Name (Last, First, MI):

Social Security Number:

Rank/Rate/Grade/Series:

See Instructions on page 2 for completion of this form.

Key Word(s) (see instructions)	Descriptive Title and Institution and/or Location of Activity	Qualification, Certification, Grade or N/A	Date Completed: (MM/YYYY)

Member Signature:

Date Submitted: (DD/MM/YYYY)

PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e) (3), The following information is provided to you when supplying personal information to the U. S. Coast Guard.

1. AUTHORITY which authorized the solicitation of the information: 14 USC 633.
2. PRINCIPAL PURPOSE(S) for which information may be used:
 - (1) Factor in selection for promotion.
 - (2) Factor in duty assignment.
 - (3) Factor in selection for post graduate or specialized training.
3. The ROUTINE USES which may be made of the information: Same as above.
4. Whether or not DISCLOSURE of such information is mandatory or voluntary and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of the information is voluntary, but is encouraged. Non-disclosure may result in the possibility of diminished chances for selection for promotion or advanced education, or narrowed duty assignment options.

INSTRUCTIONS

1. Submit this form to the Commander, U.S. Coast Guard Personnel Command (Records Branch). Only one signed original is needed.
2. Only official transcripts or certified copies of transcripts will be accepted. No other attachments are authorized.
3. Complete the form using the following authorized key word(s). Note: Use the provided examples to determine key word(s).

KEY WORD(S)	DESCRIPTIVE TITLE EXAMPLES (NON-INCLUSIVE)
UNDER GRAD DEGREE	BS/BA/AA/AS (INCLUDE FIELD OF STUDY)
GRAD DEGREE	MA, MS, MBA, etc. (INCLUDE FIELD OF STUDY)
ACADEMIC COURSES	ENGLISH 101, COMPUTER COURSE 111
CG COURSES	CLASS "A" AND CLASS "C" SCHOOLS, CG INSTITUTE COURSES
CERTIFICATION COURSE	EMT, CPR, FACILITATOR, INSTRUCTOR, MILITARY CIVIL RIGHTS FACILITATOR COUNSELOR
DOD COURSES	DEOMI, SENIOR SERVICE SCHOOL, FIRE-FIGHTING SCHOOL
QUALIFICATION	COXSWAIN, BOATCREW, AIRCREW, DECK WATCH OFFICER, MEDICAL, MARINE SAFETY
LICENSE	CAPTAINS, MASTERS, ENGINEERING, BAR, MEDICAL, PILOTS (AVIATION/MARINE) NOTE: FOR MARINE - INCLUDE ENDORSEMENTS
PROFESSIONAL READING	CITE: BOOKS, MAGAZINES, TECHNICAL READING
PUBLISHED ARTICLE	LEADERSHIP ESSAY, ARTICLES IN MAGAZINES OR PROFESSIONAL JOURNALS, PUBLISHED BOOKS
PROFESSIONAL SEMINARS	CONTINUING EDUCATION: LEADERSHIP AND MANAGEMENT SEMINARS, COMMUNICATIONS & WRITING, TIME MANAGEMENT
LANGUAGE PROFICIENCY	FLUENCY LEVEL OR DOD TESTING LEVEL, i.e. FLUENT NATIVE SPEAKER OR RUSSIAN LEVEL 2